



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	Division Manager
3	<b>Posting Number</b>	PN# 110307
4	<b>Department</b>	Houston Airport System
5	<b>Division</b>	Human Resources
6	<b>Section</b>	Learning and Development
7	<b>Reporting Location</b>	16930 John f. Kennedy Blvd*
8	<b>Workdays &amp; Hours</b>	Varied, Normally M – F *
		*Subject to change

### **DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Manages the Learning and Development, HRIS & Metrics sections of the Human Resources Division. Directs professional staff involved in developing performance management systems, gauging organizational success in achieving goals, providing recommendations for management and organizational development, developing soft skill and technical training programs, and assessing internal inputs and outcomes. Makes presentations before outside groups and employees. Supervises and coordinates the preparation and monitoring of the department-wide personnel budget. Acts as team leader and liaison on information system projects involving human resources and payroll. Drafts and reviews proposed training and human resources information contracts, grants, and related correspondence. Coordinates research projects and conducts studies of work problems and procedures. Oversees development of employee communication materials including newsletters.

### **WORKING CONDITIONS**

Performing these duties will involve: working in intensive and stressful environment; attend to details amid distractions; analyze abstract information; visually observe and differentiate details and colors; use computer terminals for extended periods; operate city vehicle; lift, pull or push physical objects weighing up to twenty (20) pounds; walk, stand, or sit for extended periods; adjust to interruptions and changes; and deal with people in tense situations. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

A Bachelor's degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division such as Human Resources or Organizational Development.

### **MINIMUM EXPERIENCE REQUIREMENTS**

Seven years of progressive professional experience related to human resources, performance management, training and development, or HR metrics administration with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or field closely related to the activities of the division may be substituted for two years of experience.

### **MINIMUM LICENSE REQUIREMENTS**

Valid Class C, Texas driver's license and compliance with city's policy on driving (AP 2-2).

### **PREFERENCES**

Strong computer skills. Extensive experience in developing and delivering management and development programs including executive development programs. Experience implementing e-learning programs. Preference will be given to candidates with a Master's degree in Human Resources Management or SPHR, CCP or IPMA-CP certifications.

### **SELECTION/SKILLS TEST REQUIRED**

Application review and/or interview.

### **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 29</u>	
\$1,885.00 to \$2,846.00 Biweekly	\$49,010.00 to \$74,000.00 Annually

### **OPENING DATE**

MAY 3, 2006

### **CLOSING DATE**

OPEN UNTIL FILLED

### **APPLICATION PROCEDURES**

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

An equal opportunity employer